

**TRAINING PROGRAM OF INSTRUCTION (TPI)**  
**FOR**  
**DINFOS-VPD**  
**VIDEO PRODUCTION DOCUMENTATION**



Approved by:

Commandant Defense Information School  
Supersedes TPI Dated: 5 Jan 2006



# VIDEO PRODUCTION DOCUMENTATION

## TRAINING PROGRAM OF INSTRUCTION

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## **VIDEO PRODUCTION DOCUMENTATION**

### **TRAINING PROGRAM OF INSTRUCTION**

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## DEPARTMENT OF DEFENSE

### Defense Information School

6500 Mapes Road  
Fort George G. Meade, MD 20755-5620

12-Aug-08

## MEMORANDUM OF CHANGE TO DINFOS COURSE TRAINING PROGRAM OF INSTRUCTION (TPI)

**SUBJECT:** Change to DINFOS DINFOS-Video Production Documentation (VPD) Training Program of Instruction as follows:

### CHANGE PREREQUISITES FROM:

None

### CHANGE PREREQUISITES TO:

**International students** attending this course must have an English Comprehension Level (ECL) of 75; must have completed the DINFOS-BSP prerequisite course, and have normal color vision.

**Interagency:** Students pay-grade, duty position description, and selection in accordance with specific agency guidance, policy and procedures.

POC for this action is: DINFOS Course Development Department, 301-677-3246,  
[dinfosdotcddleadership1@dinfos.osd.mil](mailto:dinfosdotcddleadership1@dinfos.osd.mil)

Darline Glaus, DODC  
Head Course Development Department

# TRAINING PROGRAM OF INSTRUCTION

## Preface

**TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN):** DINFOS-VPD

**TITLE:** Video Production Documentation Course

**TRAINING LOCATION:** Defense Information School, Fort George G. Meade, Maryland

**SPECIALTY AWARDED:**

US Army	Military Occupational Specialty (MOS)	25V
US Air Force	Air Force Specialty Code (AFSC)	3V033
US Navy	Navy Enlisted Classification (NEC)	8143
US Marine Corps	Military Occupational Specialty (MOS)	4671

**PURPOSE:** To identify the training requirements for award of the aforementioned occupational specialties. This document provides a summary of the training objectives and activities used to fulfill the Service-mandated knowledge and performance skill competencies to be experienced and achieved by each student in order to successfully complete this course. The course trains students in the principles, techniques, and skills required to perform the duties and functions of video production and documentation specialists.

**COURSE DESCRIPTION:** This course provides the knowledge and skills needed to perform the duties required for visual information production assignments supporting video documentation of training and operations, public affairs, joint operations, and studio missions throughout the Armed Forces. This includes the operation of a variety of video cameras, video editing systems, audio, lighting, and studio equipment. The student performs skills in the principles of video framing, composition, visualization, storytelling, and audio and video editing (linear and non-linear). The graduate achieves an apprentice level of competence for video production and documentation of military events and features.

**PREREQUISITES:** None

**SECURITY CLEARANCE:** None

**CLASS SIZE:**

**MAXIMUM:** 24

**MINIMUM:** 8

**ANNUAL COURSE CAPACITY:** 264

**COURSE LENGTH:** 72 Training Days

**ACADEMIC HOURS:** 563

**ADMINISTRATIVE HOURS:** 13

**TOTAL COURSE HOURS:** 576

**INSTRUCTOR CONTACT HOURS:** 3,034

<b>TYPE/METHOD OF INSTRUCTION:</b>	<b>HOURS:</b>
ADMINISTRATIVE (AD):	13.0
LECTURE (L):	116.5
DEMONSTRATION (D):	26.5
CASE STUDY (CS):	3.0
PERFORMANCE EXERCISE (PE):	204.0
WRITTEN EXAMINATION (EW):	26.0
PERFORMANCE EXAMINATION (EP):	187.0

**TRAINING START DATE:** December 11, 2006. *As a result of the validation process, this is a revised TPI based on minor modifications to the course approved January 5, 2006 and first implemented on the start date of January 9, 2006.*

**ENVIRONMENTAL IMPACT:** None. DoD policy was followed to assess the environmental impact.

**MANPOWER:** The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required. Recommend 25 instructors to accomplish this training as planned effective 13 Aug 2003.

**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Course Development Division: (301) 677-3258; DSN 622-3258

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-

- UNITS:**
- 001 The Role and Missions of the Military Videographer
  - 002 Principles of Safety and Security
  - 003 Fundamentals of Electricity and the Video Signal
  - 004 Fundamentals of Video Editing Systems
  - 005 Basic Applications of Non-linear Editing Techniques I
  - 006 Common Techniques of Pictorial Continuity
  - 007 Student Progress Measurements

**TERMINAL TRAINING OUTCOME:** *The student learns the fundamental elements of function and process used in videography. Emphasis is placed on establishing individual habits of safety and security balanced with the crucial mission requirements of being a military videographer. The student is prepared and oriented to begin developing individual skills in a crawl-walk-run training approach to accomplish apprentice competence in the full spectrum of video production.*

**OVERVIEW OF INSTRUCTION:** This introductory functional area places the student in the perspective of combat camera operations and defines the unique missions of the military videographer. The student becomes oriented to the tools and processes to be used with an early emphasis on the criticality and quality measurements that will determine the usefulness of their products.

**TOTAL HOURS:** 59

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-001-

**UNIT TITLE:** The Role and Missions of the Military Videographer

**TPFN HOURS AND TYPE:** 5 L

**TPFN TOTAL HOURS:** 5

**PREREQUISITE TPFN:** None

**TASK(s):**     001     Identify the videographer's role during peacetime missions  
                  002     Identify the videographer's role during contingency and wartime missions

**SUMMARY OF INSTRUCTION:** This motivational presentation exposes the student to a variety of peacetime and contingency missions that each may experience as a military videographer. Aimed at identifying the traits and characteristics that a successful videographer develops, the primary focus is placed on the role the military videographer plays in capturing historical events. Student competency is measured and reinforced in the written quiz 001-003-003 and the written examination 001-007-001. Students must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Student Study Guide

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal



**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-002-

**UNIT TITLE:** Principles of Safety and Security

**TPFN HOURS AND TYPE:** 4 L

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Describe principles of personal safety
	002	Describe principles of physical security
	003	Identify aspects of electrical safety
	004	Identify explosive hazards
	005	Describe principles of operational security
	006	Identify principles of communication security
	007	Define the videographer's role in security of classified materials

**SUMMARY OF INSTRUCTION:** Basic aspects of personal safety and security are introduced to the student with emphasis on the hazards and threats found within the operational environment of the military videographer. Specific security measures to include project classifications and handling procedures are discussed. This instruction is selectively restated and reinforced in practical exercises and performance examinations throughout the course. Student competency is measured and reinforced in the written quiz 001-003-003 and the written examination 001-007-001. Students must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Video Field Production and Editing 6<sup>th</sup> edition, Compesi, Ronald; Television Production Handbook 8<sup>th</sup> edition, Zettl, Herbert; <http://www.tz.unh.edu/spring99/pg4.html>

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-003-

**UNIT TITLE:** Fundamentals of Electricity and the Video Signal

**TPFN HOURS AND TYPE:** 4 L; 1 EW

**TPFN TOTAL HOURS:** 5

**PREREQUISITE TPFN:** None

**TASK(s):**

001	Identify basic electrical principles and components: Circuits, fuses, batteries, and extension cords
002	Describe characteristics of the video signal and image scan
003	Student Progress Quiz and Critique Units 1–3

**SUMMARY OF INSTRUCTION:** The student is introduced to operator-level electrical components of equipment that is used throughout the course and by the Armed Forces in the fleet and field environment. Proper distribution of power and prevention of overloading circuits when conducting video operations is emphasized. Technical aspects of television standards such as screen resolution are also discussed to develop an understanding of how motion media signals are captured and broadcast. Student competency is measured and reinforced in the written quiz 001-003-003 and the written examination 001-007-001. The student must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; <http://kropla.com/tv.htm>; <http://kropla.com/electric2.htm>

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:12 (EW)

**SAFETY FACTORS:** Normal

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-004-

**UNIT TITLE:** Fundamentals of Video Editing Systems

**TPFN HOURS AND TYPE:** 5 L; 2 PE

**TPFN TOTAL HOURS:** 7

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Identify the concepts of video editing
	002	Identify video editing systems
	003	Identify phases of the video editing process
	004	Identify principles of address code systems
	005	Operate linear editing system

**SUMMARY OF INSTRUCTION:** Various videographic editing systems are identified with emphasis on the technical aspects of video editing. The four phases of the video editing process are discussed focusing on the use of time-code for recording, locating, and editing of media. Student competency is measured and reinforced in the written quiz 001-006-006; written examination 001-007-001, and performance test 001-007-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-005-

**UNIT TITLE:** Basic Applications of Non-Linear Editing Techniques I

**TPFN HOURS AND TYPE:** 6 L; 14 PE

**TPFN TOTAL HOURS:** 20

**PREREQUISITE TPFN:** DINFOS-VPD 001-004

<b>TASK(s):</b>	001	Identify principles of non-linear editing
	002	Identify characteristics of non-linear editing systems
	003	Identify non-linear editing fundamentals
	004	Demonstrate fundamentals of non-linear editing techniques
	005	Format video for non-tape media storage
	006	Export video to CD-ROM or DVD file
	007	Student Performance Exercise “Rainforest” (PE)
	008	Student Performance Exercise “Numbers” (PE)
	009	Student Performance Exercise “Cutting Edge” (PE)

**SUMMARY OF INSTRUCTION:** Hands on training is provided for introduction to basic non-linear editing techniques. The student is required to complete various editing exercises that demonstrate the basic skills needed to assemble various shots into a logical sequence. These skills include launching a non-linear editing system, basic media management, performing insert and assemble edits. Student competency is measured and reinforced in the written quiz 001-006-006, written examination 001-007-001, and performance test 001-007-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series, *The Cutting Edge: The Magic of Movie Editing* ©2005, Warner Bros. Entertainment

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-006-

**UNIT TITLE:** Common Techniques of Pictorial Continuity

**TPFN HOURS AND TYPE:** 4 L; 4 PE; 1 EW

**TPFN TOTAL HOURS:** 9

**PREREQUISITE TPFN:** DINFOS-VPD 001-005

<b>TASK(s):</b>	001	Define visual storytelling and continuity
	002	Identify principles of the 30/30 rule
	003	Demonstrate screen direction (dynamic and static)
	004	Achieve clean entrances and exits
	005	Demonstrate matching action
	006	Student Progress Quiz and Critique Units 4-6
	007	Student performance exercise "Basic Sequences" (PE)

**SUMMARY OF INSTRUCTION:** Several different approaches of visual storytelling and continuity used in video production are introduced. The student edits a story sequence that employs each of these techniques for achieving pictorial continuity. This non-graded performance exercise is critiqued to identify the strengths and weakness of each shot utilized and its contribution to the storytelling process as a whole. Student competency is measured and reinforced in the above written quiz and written examination 001-007-001. Performance is measured in the performance test DINFOS-VPD 001-007-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:12 (EW); 1:4 (PE)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 1**  
**FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN:** DINFOS-VPD 001-007-

**UNIT TITLE:** Student Progress Measurements

**TPFN HOURS AND TYPE:** 3 EW; 6 EP

**TPFN TOTAL HOURS:** 9

**PREREQUISITE TPFN:** All Previous TPFNs

**TASK(s):**     001     Functional area examination and critique (EW)  
                  002     Edit “Basic Sequences” (EP)

**SUMMARY OF INSTRUCTION:** The student demonstrates knowledge and performance proficiency within fundamental aspects videography. The student must achieve at least a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 2. A feedback session is provided to review the written examination and content covered in this first functional area. The student also receives a complete critique of all observed strengths and weaknesses identified during the performance examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; How to Shoot a Movie and Video Story, Gaskill and Englander; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; <http://www.tz.unh.edu/spring99/pg4.html>

**INSTRUCTOR/STUDENT RATIO:** 1:12 (EW); 1:4 (EP)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS VPD 002-

**UNITS:** 001- Introduction to Video Technology  
002- Basis Characteristics of Light  
003- Introduction to Optics and Lenses  
004- Information Management of Visual Information Products  
005- Preparation to Shoot and Record  
006- Basic Principles of Visual Composition  
007- Introduction to Visual Storytelling  
008- Basic Applications of Pictorial Continuity  
009- Introduction to Basic Camera Movements  
010- Integration of Audio Fundamentals  
011- Introduction to the Art and Aesthetics of Editing  
012- Student Progress Measurements

**TERMINAL TRAINING OBJECTIVE:** *The student possesses a fundamental comprehension of all aspects of video production and documentation. The student develops basic video shooting and recording skills. The student performs the essential skills needed to gather videographic data as a supervised apprentice.*

**OVERVIEW OF INSTRUCTION:** After completing the first functional area, the student is oriented to the basic tools and processes used in military videography, and the purpose of resulting products. Now the student proceeds with in depth instruction in the fundamental use of the tools and processes in a “crawl- walk-run” training methodology.

**TOTAL HOURS:** 141

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-001-

**UNIT TITLE:** Introduction to Video Technology

**TPFN HOURS AND TYPE:** 2 L

**TPFN TOTAL HOURS:** 2

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Define the basic video system
	002	Identify video camera types, parts and functions
	003	Identify operating characteristics of video cameras
	004	Identify characteristics of magnetic recording materials

**SUMMARY OF INSTRUCTION:** The different types and components of basic video systems are identified as well as the functions that each performs. These components include internal parts of a video camera such as the beam splitter, charged-coupled device and video processor. The student receives instruction on the process by which magnetic recording occurs and how this relates to the videographic process. Student competency is measured and reinforced in the written quiz 002-005-008 and the written examination 002-012-001. The student must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; The American Cinematographer Video Manual, Michael Grotticelli; and Understanding Television, Discovery Channel Education

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal



**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-002-

**UNIT TITLE:** Basic Characteristics of Light

**TPFN HOURS AND TYPE:** 4 L

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Describe the nature of light
	002	Identify light sources
	003	Describe the behavior of light
	004	Identify types of illumination
	005	Describe light intensity
	006	Describe qualities of color temperature and balance
	007	Identify types and uses of filters

**SUMMARY OF INSTRUCTION:** The nature and behavior of a variety of light sources are identified relating to how these variables impact the overall quality of a scene. Emphasis is placed on the manipulation of images through light intensity, color temperature, color balance, and the use of filters. Student competency is measured and reinforced in the written quiz 002-005-008 and the written examination 002-012-001. The student must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-003-

**UNIT TITLE:** Introduction to Optics and Lenses

**TPFN HOURS AND TYPE:** 4 L

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Identify the principles of vision
	002	Describe the illusion of motion
	003	Identify optical characteristics
	004	Identify principles of lens selection: focal length, hyper-focal distance and perspective (advantages and disadvantages)

**SUMMARY OF INSTRUCTION:** Concepts of how the human eye sees and its relation to the optical characteristics of a camera lens are studied. Once understood, the student learns methods that influence these traits through focal length selection, manipulation of depth of field, and selective camera angles. These fundamentals create the foundation for all future performance exercises. Student competency is measured and reinforced in the written quiz 002-005-008 and the written examination 002-012-001. The student must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Portable Video ENG/EFP, Medoff and Tanquary

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-004-

**UNIT TITLE:** Information Management of Visual Information Products

**TPFN HOURS AND TYPE:** 4 L; 8 PE

**TPFN TOTAL HOURS:** 12

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Record slate, label and VIRIN data
	002	Establish caption and run sheet requirements
	003	Establish non-linear video input, logging, and batch recording procedures
	004	Student Performance Exercise "Video Technology" (PE)

**SUMMARY OF INSTRUCTION:** The military standard for storage and identification of visual information products is introduced with specific focus on the Visual Information Record Identification Number (VIRIN), and DD Form 2537, Visual Information Caption Sheet. The student learns the importance of accuracy in describing product content while creating captions, emphasizing the role captions play in the video editing process. The student learns to transfer media from tape to a non-linear editing system, utilizing the caption sheet information they created. Student competency is measured and reinforced in the written quiz 002-005-008 and the written examination 002-012-001. Performance is measured in the performance quiz 002-011-006 and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** USAF AFI 33-117 Visual Information Management; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591 VI Procedures; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L), 1:4 (PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-005-

**UNIT TITLE:** Preparation to Shoot and Record

**TPFN HOURS AND TYPE:** 1.5 L; 2.5 D; 4 PE; 1 EW

**TPFN TOTAL HOURS:** 9

**PREREQUISITE TPFN:** DINFOS-VPD 002-001, DINFOS-VPD 002-002, DINFOS-VPD 002-003, and DINFOS-VPD 002-004

<b>TASK(s):</b>	001	Identify parts and uses of tripods
	002	Set up and operate tripod
	003	Perform established camera set-up procedures
	004	Perform camera white balance procedures
	005	Operate automatic iris and manual iris
	006	Operate automatic and manual focus during recording
	007	Perform operator preventive maintenance
	008	Student Progress Quiz and Critique Units 1-5
	009	Student Performance Exercise

**SUMMARY OF INSTRUCTION:** A step-by-step demonstration of the procedures for setting up a video camera and tripod is given with an explanation of critical tasks such as white-balance, focus, and iris control. Students are placed in groups of four or less to become familiar with their cameras through individual instruction and hands-on practical application. The performance exercise is designed to identify the initial strengths and weaknesses of each student as video camera operator through instructor and peer feedback. Student competency is measured and reinforced in the above written quiz, written examination 002-012-001, and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to advance.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J.

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:12 (EW); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-006-

**UNIT TITLE:** Basic Principles of Visual Composition

**TPFN HOURS AND TYPE:** 3 L; 1 D; 9 PE

**TPFN TOTAL HOURS:** 13

**PREREQUISITE TPFN:** DINFOS-VPD 002-005

<b>TASK(s):</b>	001	Identify the purpose of focal length selection
	002	Identify scene elements influenced through lens selection
	003	Demonstrate image size control with focal length
	004	Demonstrate control of perspective and screen depth through camera angles
	005	Demonstrate control of perception through focal length
	006	Student Performance Exercise "Focal Length" (PE)

**SUMMARY OF INSTRUCTION:** The student learns the impact that wide, narrow, and telephoto lens have on the images recorded by a camera. Basic applications of framing and the arrangement of scene elements are discussed, giving the student more insight as to how camera placement influences the recorded scene. Methods of controlling image size as well as visual perspective and perception are established with an emphasis on making the captured images visually appealing to an audience. Student competency is measured and reinforced in the written quiz 002-011-003 and written examination 002-012-001. Performance is measured in the performance quiz 002-011-006 and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to advance.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-007-

**UNIT TITLE:** Introduction to Visual Storytelling

**TPFN HOURS AND TYPE:** 2 L; 1 D; 7 PE

**TPFN TOTAL HOURS:** 10

**PREREQUISITE TPFN:** All Previous TPFNs

- TASK(s):**
- 001 Demonstrate center of interest
  - 002 Demonstrate image placement
  - 003 Establish visual perspective (aerial and linear)
  - 004 Achieve overlapping action
  - 005 Identify principles of the 180-degree rule (action axis)
  - 006 Record visual storytelling (long, medium, close-up shots)

**SUMMARY OF INSTRUCTION:** Video production storytelling is introduced with examples and explanations concerning image placement, image size, and creating a basic sequence. A demonstration of the action axis is provided to conceptualize how camera/subject placement impacts the audience's understanding of a scene. Additionally, the importance of overlapping action while shooting is discussed with focus on visualizing the final edited product. The performance exercise requires the student to display an understanding of these fundamental shooting concepts. Student competency is measured and reinforced in the written quiz 002-011-003 and written examination 002-012-001. Performance is measured in the performance quiz 002-011-006 and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to advance.

**REFERENCES:** How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-008-

**UNIT TITLE:** Basic Applications of Pictorial Continuity

**TPFN HOURS AND TYPE:** 6 L; 10 PE

**TPFN TOTAL HOURS:** 16

**PREREQUISITE TPFN:** DINFOS-VPD 002-007

- TASK(s):**
- 001 Record visual storytelling (shot relativity: long shot, medium shot, close-up)
  - 002 Perform visual storytelling (variations of basic sequence: extreme long shot, full-figure shot, and extreme close-up)
  - 003 Demonstrate pacing and timing shooting techniques
  - 004 Achieve changes in screen direction
  - 005 Record cut-ins and cut aways
  - 006 Student Performance Exercise (PE)

**SUMMARY OF INSTRUCTION:** The concept of shot relativity is discussed and utilized to introduce variations of the basic sequence. These additional shots give the student more tools to create an effective, logical story. Visualizing the final edited product is again emphasized with the concept of pacing and timing shooting techniques, and appropriately utilizing screen direction changes. Cut-ins and cut-aways are introduced as a means to mask screen direction changes, matching action problems, and bring more detail into a story. Instructor and peer review of the performance exercise reinforces these concepts while encouraging the student to seek creative ways to effectively tell a story. Student competency is measured and reinforced in the written quiz 002-011-003 and written examination 002-012-001. Performance is measured in the performance quiz 002-011-006 and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-009-

**UNIT TITLE:** Introduction to Basic Camera Movements

**TPFN HOURS AND TYPE:** 2 L; 2 D; 4 PE

**TPFN TOTAL HOURS:** 8

**PREREQUISITE TPFN:** DINFOS-VPD 002-006

<b>TASK(s):</b>	001	Identify the purpose of camera movements
	002	Perform camera movements (pan, tilt and compound)
	003	Student Performance Exercise "Camera Movements" (PE)

**SUMMARY OF INSTRUCTION:** This introduction to camera movements encompasses the techniques for panning, tilting, and compound movements while mounted to a tripod. Working in groups of four or less, a demonstration period provides the student with personalized instruction for performing these techniques. The student is then required to participate in a non-graded performance exercise reinforcing the practiced tasks. Student competency is measured and reinforced in the written quiz 002-011-003 and written examination 002-012-001. Performance is measured in 002-011-006 and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.



**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-010-

**UNIT TITLE:** Integration of Audio Fundamentals

**TPFN HOURS AND TYPE:** 4 L; 8 PE

**TPFN TOTAL HOURS:** 12

**PREREQUISITE TPFN:** None

- TASK(s):**
- 001 Identify the effects of audio on production
  - 002 Define the theory of sound principles
  - 003 Define microphone pick-up patterns and operational characteristics
  - 004 Identify types and uses of microphones to include: shotgun, hand-held, lavalier, mobile, etc.
  - 005 Select appropriate microphone and control audio quality

**SUMMARY OF INSTRUCTION:** This unit focuses on the vital role that audio plays in the success of a production. The student learns to identify different types of microphones, pickup patterns and methods of employing them during a production. The student performs a non-graded exercise comparing different types of microphones and placement to acquire the same audio source. Student competency is measured and reinforced in the written quiz 002-011-003 and written examination 002-012-001. Performance is measured in the performance quiz 002-011-006 and performance test 002-012-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-011-

**UNIT TITLE:** Introduction to the Art and Aesthetics of Editing

**TPFN HOURS AND TYPE:** 3 L; 17 PE; 1 EW; 11 EP

**TPFN TOTAL HOURS:** 32

**PREREQUISITE TPFN:** All Previous TPFNs

<b>TASK(s):</b>	001	Demonstrate pacing and timing (editing techniques)
	002	Identify editing principles of shot progression, sequencing, pacing and timing
	003	Student Progress Quiz and Critique Units 6-11
	004	Student Performance Exercise "Tripod Exercise" (PE)
	005	Student Performance Exercise "The Bank Robbery" (PE)
	006	Student Performance Quiz "A Day at the Range" (EP)

**SUMMARY OF INSTRUCTION:** The student learns the concept that video content dictates the methods to assemble an edited project. For example, by adjusting shot length through pacing and timing editing techniques, the effectiveness and continuity of a video production can be improved. Through utilization of these techniques and the two follow-on exercises, the student's storytelling abilities are further encouraged and enhanced. Student competency is measured and reinforced in the above quiz, written examination 002-012-001, performance quiz above, and performance test 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:12 (EW) 1:4 (PE, EP)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 2**  
**FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 002-012-

**UNIT TITLE:** Student Progress Measurements

**TPFN HOURS AND TYPE:** 3 EW; 16 EP

**TPFN TOTAL HOURS:** 19

**PREREQUISITE TPFN:** All Previous TPFNs

**TASK(s):**     001     Functional area examination and critique (EW)  
                  002     Shoot and edit “Something in My Boot” (EP)

**SUMMARY OF INSTRUCTION:** The student demonstrates knowledge and proficiency in all aspects of Functional Area 2. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3. A feedback session is provided to review the written examination and all content covered to this point. The student receives a complete critique of observed strengths and weaknesses identified during the performance examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:12 (EW); 1:4 (EP)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-

**UNITS:** 001- Basic Applications of Non-linear Editing Techniques II  
002- Basic Lighting for Video  
003- Intermediate Audio Recording Skills  
004- The Art of Composition Techniques  
005- Electronic Field Production: Planning  
006- Intermediate Applications of Non-linear Editing Techniques I  
007- Electronic Field Production: Production  
008- Intermediate Applications of Non-linear Editing Techniques II  
009- Student Progress Measurements

**TERMINAL TRAINING OUTCOME:** *The student performs increasingly complex videographic skills to include storytelling techniques that convey affect and enhance story perception for the viewer. Shooting and recording experience is reinforced while greater emphasis is placed on planning and editing functions within the process. The student gains confidence to gather videographic documentary data with limited supervision.*

**OVERVIEW OF INSTRUCTION:** The “crawl-walk-run” training methodology advances through the walk phase as the student works with increasing independence and creativity. Much more of the training is devoted to practical exercises, performance measurements and critiques. Performance standards are gradually increased and available time to shoot and edit products is decreased.

**TOTAL HOURS:** 167

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-001-

**UNIT TITLE:** Basic Applications of Non-Linear Editing Techniques II

**TPFN HOURS AND TYPE:** 1 L; 3 D; 4 PE

**TPFN TOTAL HOURS:** 8

**PREREQUISITE TPFN:** DINFOS-VPD 002-011

<b>TASK(s):</b>	001	Identify aspects of non-linear audio editing
	002	Identify non-linear basic trimming techniques
	003	Determine proper use of titles, dissolves, and effects
	004	Student Performance Exercise "Trimming" (PE)

**SUMMARY OF INSTRUCTION:** This unit introduces refinement methods such as locating audio cues, trimming, creating titles, and simple effects and dissolves. By utilizing these techniques, the student gains the ability to further improve documentation and production projects. Student competency is measured and reinforced in the written quiz 003-004-006, written examination 003-009-001, and performance test 003-009-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis must be on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-002-

**UNIT TITLE:** Basic Lighting for Video

**TPFN HOURS AND TYPE:** 3 L; 5 D; 6 PE

**TPFN TOTAL HOURS:** 14

**PREREQUISITE TPFN:** DINFOS-VPD 002-002

<b>TASK(s):</b>	001	Identify types and uses of portable lighting equipment
	002	Operate portable lighting equipment
	003	Determine lighting requirements for field production
	004	Demonstrate lighting techniques for field production
	005	Achieve triangle lighting of a subject
	006	Operate an exposure meter
	007	Student Performance Exercise (PE)

**SUMMARY OF INSTRUCTION:** The student is introduced to the impact that proper lighting has on the overall mood of a production. The student learns the fundamentals of video lighting, and specifically three-point lighting for creating the illusion of three dimensions in a two-dimensional medium. These methods are practiced in multiple lighting scenarios in which the student is required to record the specified scene and apply an appropriate lighting solution. Student competency is measured and reinforced in the written quiz 003-004-006, written examination 003-009-001, and performance test 003-009-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-003-

**UNIT TITLE:** Intermediate Audio Recording Skills

**TPFN HOURS AND TYPE:** 4 L; 2 D; 8 PE

**TPFN TOTAL HOURS:** 14

**PREREQUISITE TPFN:** DINFOS-VPD 002-010, DINFOS-VPD 003-002

<b>TASK(s):</b>	001	Establish uses of microphones in unique situations
	002	Identify audio accessories: filters, barrels, stands, etc.
	003	Demonstrate "interfacing" with appropriately selected and matched equipment
	004	Employ proper microphone placement
	005	Identify functions and uses of portable audio mixers
	006	Adjust audio levels referencing the VU meter
	007	Perform field mixing of multiple audio feeds
	008	Student Performance Exercise "Mafia / Lambs" (PE)

**SUMMARY OF INSTRUCTION:** The student is re-introduced to the barriers that are encountered during on-location video shoots. Selective and imaginative microphone placement, utilization of audio accessories, and mixing of multiple audio sources are considered. The student completes a non-graded performance exercise in which requires utilization of multiple microphones and appropriate lighting solutions. Student competency is measured and reinforced in the written quiz 003-004-006, written examination 003-009-001, and performance test 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Shure FP 33 Users Guide

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-004-

**UNIT TITLE:** The Art of Composition Techniques

**TPFN HOURS AND TYPE:** 5 L; 3 CS; 16 PE; 1 EW

**TPFN TOTAL HOURS:** 25

**PREREQUISITE TPFN:** DINFOS-VPD 002-007

<b>TASK(s):</b>	001	Identify compositional language: including lines, forms, mass, and movement
	002	Demonstrate balance: formal and informal within the field of view
	003	Identify reasons for changing the center of interest
	004	Student Performance Exercise "Film Critique" (CS)
	005	Student Performance Exercise "The Exchange" (PE)
	006	Student Progress Quiz and Critique Units 1-4

**SUMMARY OF INSTRUCTION:** In this unit the student learns to identify compositional elements of lines, form, mass and balance within the field of view, and the effects of changing the center of interest and camera angles from shot to shot. Multiple examples and demonstrations are provided to ensure an understanding of the concepts learned, leading to a performance exercise requiring the student to achieve a specific storytelling approach using each of the techniques established. Student competency is measured and reinforced in the above written quiz and written examination 003-009-001. Performance is measured in the performance test 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.; <http://www.cybercollege.org/tvp023.htm>; <http://www.cybercollege.org/tvp024.htm>; <http://www.cybercollege.org/tvp025.htm>

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:12 (CS, EW); 1:4 (PE)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.



**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-005-

**UNIT TITLE:** Electronic Field Production: Planning

**TPFN HOURS AND TYPE:** 4 L; 3 PE

**TPFN TOTAL HOURS:** 7

**PREREQUISITE TPFN:** All Previous TPFNs

<b>TASK(s):</b>	001	Identify EFP pre-production and post-production responsibilities
	002	Identify story visualization within script formats
	003	Develop a story treatment
	004	Design a storyboard
	005	Identify mission applications of electronic field production
	006	Assess operational limitations of electronic field productions
	007	Establish team coverage techniques for electronic field productions
	008	Identify team/crew responsibilities for electronic field productions
	009	Student Performance Exercise "Write The Commercial" (PE)

**SUMMARY OF INSTRUCTION:** In this unit the student learns the basic elements of story visualization and script formats utilized for producing an electronic field production. By designing a script, storyboard and treatment for the exercise "The Commercial", the student receives practical hands-on application. Student competency is measured and reinforced in the written quiz 003-008-005, written examination 003-009-001. Performance is measured in the performance test 003-009-002.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Portable Video: ENG and EFP, 3<sup>rd</sup> edition, Medoff and Tanquary

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-006-

**UNIT TITLE:** Intermediate Applications of Non-linear Editing Techniques I

**TPFN HOURS AND TYPE:** 1 L; 3 D; 4 PE

**TPFN TOTAL HOURS:** 8

**PREREQUISITE TPFN:** DINFOS-VPD 003- 001

**TASK(s):**     001     Demonstrate intermediate non-linear editing techniques  
                  002     Student Performance Exercise Sub-clipping & Storyboard editing (PE)

**SUMMARY OF INSTRUCTION:** The student learns the timesaving editing techniques of sub-clipping digitized footage and arrangement of media to accomplish storyboard editing. By utilizing these concepts, the student becomes more proficient as a non-linear editor, and is enabled to complete increasingly difficult editing projects in less time. Student competency is measured and reinforced in the written quiz 003-008-005, written examination 003-009-001, and performance test 003-009-002.

**REFERENCES:** Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-007-

**UNIT TITLE:** Electronic Field Production: Production

**TPFN HOURS AND TYPE:** 4 L; 18 PE

**TPFN TOTAL HOURS:** 22

**PREREQUISITE TPFN:** DINFOS-VPD 003-005

- TASK(s):**
- 001 Define applications for floor plans and location surveys
  - 002 Select and prepare equipment for field production
  - 003 Operate waveform monitor and vectorscope
  - 004 Employ team coverage techniques
  - 005 Define techniques for debriefing and critiques (AAR)
  - 006 Perform team member roles as Director, Crew Chief/Floor Manager, Camera Operator, Audio Technician, Grip, and Gaffer during field productions
  - 007 Student Performance Exercise "The Commercial" (PE)

**SUMMARY OF INSTRUCTION:** In this unit the student learns about the planning and equipment required for successful completion of an electronic field production. Preparation includes layout and design of a floor plan, location survey, and location sketch as well as operator preventive maintenance of equipment. Emphasis is placed on the students operating as a team and providing internal leadership and direction with less instructor guidance. Each student group performs the exercise "The Commercial" to produce and edit a 30-60 second production. Student competency is measured and reinforced in the written quiz 003-008-005 and written examination 003-009-001. Performance is measured in the performance test 003-009-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J.

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-008-

**UNIT TITLE:** Intermediate Applications of Non-linear Editing Techniques II

**TPFN HOURS AND TYPE:** 6 D; 3 PE; 1 EW

**TPFN TOTAL HOURS:** 10

**PREREQUISITE TPFN:** DINFOS-VPD 003-006

<b>TASK(s):</b>	001	Perform fundamentals of non-linear audio editing
	002	Identify non-linear advanced trimming techniques (slipping and sliding)
	003	Perform non-linear audio mixing and gain adjustments
	004	Identify proper non-linear media management procedures
	005	Student Performance Exercise "Eco Challenge" (PE)
	006	Student Progress Quiz and Critique Units 5-8

**SUMMARY OF INSTRUCTION:** This unit focuses on advanced methods for refining a non-linear edited project including trimming dialogue, creating split edits and maintaining audio/video sync. Through effective use of slipping and sliding and more complex audio editing techniques, the student now has the ability to submit a project which contains very few or no editing errors. Student competency is measured and reinforced in the above written quiz 003-008-005 and written examination 003-009-001. Performance is measured in the performance test 003-009-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

**INSTRUCTOR/STUDENT RATIO:** 1:12 (EW); 1:4 (D, PE)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 3**  
**THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN:** DINFOS-VPD 003-009-

**UNIT TITLE:** Student Progress Measurements

**TPFN HOURS AND TYPE:** 3 EW; 56 EP

**TPFN TOTAL HOURS:** 59

**PREREQUISITE TPFN:** All Previous TPFNs

**TASK(s):**     001     Functional area examination and critique (EW)  
                  002     Prepare, shoot and edit an EFP (EP)

**SUMMARY OF INSTRUCTION:** The student demonstrates knowledge and skill proficiency in all aspects of this functional area. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4. A feedback session is provided to review the written examination. The student receives a complete critique of observed strengths and weaknesses identified during the performance examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:12 (EW); 1:4 (EP)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-

**UNITS:** 001- Visual Information Administration  
002- Fundamentals of Television Studio Production  
003- Fundamentals of Interview Techniques  
004- Advanced Applications of Non-linear Editing Techniques  
005- The Art of Capturing Uncontrolled and Semi-Controlled Action  
006- Special Considerations for Contingency Operations  
007- Student Progress Measurements

**TERMINAL TRAINING OUTCOME:** *The student performs and is prepared to produce and deliver effective video stories and products as a member of a small team. Performance emphasis is placed on enhancing non-linear editing skills. The student experiences the broad spectrum of video production and documentation from studio applications to contingency operations.*

**OVERVIEW OF INSTRUCTION:** This phase of instruction exercises the full spectrum of student knowledge and performance. Additional training is devoted to specialty and advanced videographic production with emphasis on documentation missions. The culminating experiences of units six and seven places the student in specific contingency and operational scenarios with realistic individual and team expectations of time and product driving the performance measurement standards.

**TOTAL HOURS:** 116

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-001-

**UNIT TITLE:** Visual Information Administration

**TPFN HOURS AND TYPE:** 4 L

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** DINFOS-VPD 002-004

<b>TASK(s):</b>	001	Identify motion media products, labeling, and storage
	002	Identify communications laws applicable to VI operations (i.e., copyright, slander, libel, privacy)
	003	Identify publications, instruction, and technical orders applicable to VI operations
	004	Identify PIN and PAN numbers and their uses
	005	Identify video accessioning procedures
	006	Determine customers' multimedia requirements

**SUMMARY OF INSTRUCTION:** In this unit the student learns the process and importance of administrative procedures. Emphasis is placed on proper compliance with federal copyright laws and methods of legally satisfying customer multimedia requirements. The importance of video accessioning is discussed to include the roles and missions of the Joint Combat Camera Center, Defense Visual Information Center, and Defense Automated Visual Information System. Student competency is measured and reinforced in the written quiz 004-003-005 and written examination 004-007-001. Students must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** USAF AFI 33-117 Visual Information Management; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591 VI Procedures; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** None

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-002-

**UNIT TITLE:** Fundamentals of Television Studio Production

**TPFN HOURS AND TYPE:** 6 L; 2 D

**TPFN TOTAL HOURS:** 8

**PREREQUISITE TPFN:** None

<b>TASK(s):</b>	001	Identify equipment, functions and layout of a TV studio
	002	Identify principles of studio set lighting
	003	Establish duties of floor manager to include: use of time cues, audio cues, and directional cues
	004	Identify studio operational functions: set-up procedures; camera controls; and camera movements
	005	Identify studio audio functions: operate audio console; and combine and balance audio sources
	006	Establish uses of character generator to incorporate graphics
	007	Identify uses of digitized cart, and CD player
	008	Identify reasons for using a teleprompter
	009	Identify uses of the switcher within a studio

**SUMMARY OF INSTRUCTION:** The student receives an overview of television studio operations and organization. To enhance this experience, the student participates in an instructor led demonstration of the equipment used in the studio environment. Within this framework, the student is guided through the roles and responsibilities of the key positions identified above. Student competency is measured and reinforced in the written quiz 004-003-005 and written examination 004-007-001. The student must achieve a minimum passing score of 70 percent on the written examination in order to advance.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.



**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-003-

**UNIT TITLE:** Fundamentals of Interview Techniques

**TPFN HOURS AND TYPE:** 2 L; 2 D; 19 PE; 1 EW

**TPFN TOTAL HOURS:** 24

**PREREQUISITE TPFN:** All Previous TPFNs

<b>TASK(s):</b>	001	Establish techniques in conducting interviews
	002	Record an interview within a controlled environment
	003	Record a field interview with supporting footage
	004	Student Progress Quiz and Critique Units 1-3

**SUMMARY OF INSTRUCTION:** Via detailed scenario driven instruction, demonstrations and explanations the student learns and practices the techniques to conduct, record, and edit an interview. Student competency is measured and reinforced in the above written quiz and written examination 004-007-001. Students must achieve a minimum passing score of 70 percent on the written examination.

**REFERENCES:** Television Field Production and Reporting, 3<sup>rd</sup> edition, Shook, Frederick

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (D, PE); 1:12 (EW)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-004-

**UNIT TITLE:** Advanced Applications of Non-linear Editing Techniques

**TPFN HOURS AND TYPE:** 4 L

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** DINFOS-VPD 003-008

**TASK(s):** 001 Demonstrate proper non-linear media management

**SUMMARY OF INSTRUCTION:** This unit exposes the student to editing methods utilized for larger scale productions. The student learns methods to research and locate media from other projects and drives without interrupting the production activity of other editors. Student competency is measured and reinforced in the written quiz 004-006-017; written examination 004-007-001; and performance test 004-007-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to advance.

**REFERENCES:** Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; Media Cleaner Pro 5.0 Manual

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-005-

**UNIT TITLE:** The Art of Capturing Uncontrolled and Semi-Controlled Action

**TPFN HOURS AND TYPE:** 8 L; 20 PE

**TPFN TOTAL HOURS:** 28

**PREREQUISITE TPFN:** All Previous TPFNs

- TASK(s):**
- 001 Determine the purpose of uncontrolled action missions
  - 002 Recognize operating limitations and conditions of uncontrolled action
  - 003 Complete pre-production requirements for uncontrolled action
  - 004 Write for an uncontrolled action story
  - 005 Demonstrate uncontrolled action lighting techniques (camera mounted)
  - 006 Identify hand-held camera techniques
  - 007 Demonstrate proper hand-held camera techniques
  - 008 Student Performance Exercise "Uncontrolled Action" (PE)
  - 009 Student Performance Exercise "Field Trip w/ Interview" (PE)

**SUMMARY OF INSTRUCTION:** In this unit the student learns to recognize the purpose and limitations of shooting uncontrolled action. The instruction and practical exercises place emphasis on camera, audio, and lighting techniques used when shooting under these conditions. The student practices these approaches and techniques in shooting and editing in two non-graded performance exercises. Student competency is measured and reinforced in the written quiz 004-006-017, written examination 004-007-001 and performance test 004-007-002. The student must achieve a minimum passing score of 70 percent on the written examination and performance test.

**REFERENCES:** Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Television Field Production and Reporting, 3<sup>rd</sup> edition, Shook, Frederick; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:4 (PE)

**SAFETY FACTORS:** The student follows all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-006-

**UNIT TITLE:** Special Considerations for Contingency Operations

**TPFN HOURS AND TYPE:** 2 L; 2 D; 16PE; 1 EW; 4 EP

**TPFN TOTAL HOURS:** 25 (up to 12 additional hours are achieved during night operations)

**PREREQUISITE TPFN:** DINFOS-VPD 004-005

<b>TASK(s):</b>	001	Describe principles of personal safety in an operational environment
	002	Identify parts and uses of a 5-paragraph operations order
	003	Select, issue and check gear for deployment exercise
	004	Pack gear for deployment exercise
	005	Determine team responsibilities and considerations on deployment
	006	Operate night vision equipment in a field environment
	007	Shoot and edit individual assignments in a field environment
	008	Identify the purpose of, and applications for transmitting digital video
	009	Perform transmission of digital video in a field environment
	010	Prepare for redeployment and secure from location
	011	Debrief and critique contingency operations (AAR)
	012	Identify principles of aerial photo/videography
	013	Build and repair audio cables
	014	Perform individual camouflage
	015	Perform operator preventative maintenance during deployment exercise
	016	Perform combat camera operations in urban terrain
	017	Student Progress Quiz and Critique Units 4-5
	018	Student Performance Quiz

**SUMMARY OF INSTRUCTION:** The student receives a combat camera contingency scenario and mission briefing, and deploys to a local field-training site. All knowledge tasks and performance skills are blended into this exercise simulating realistic combat theater conditions and the conduct of missions while maintaining operational and communications security. This exercise includes student performance requirements of individual and crew mission accomplishments for accession and dispatch of viable combat camera products. Student competency is measured and reinforced in the written and performance quizzes above, and the student must achieve a minimum passing score of 70 percent on each.

**REFERENCES:** All previous.

**INSTRUCTOR/STUDENT RATIO:** 1:24 (L); 1:12 (EW); 1:4 (D, EP)

**SAFETY FACTORS:** See lesson plan for special briefing on conduct, environment and equipment.

**FUNCTIONAL AREA 4**  
**THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN:** DINFOS-VPD 004-007-

**UNIT TITLE:** Student Progress Measurements

**TPFN HOURS AND TYPE:** 3 EW, 20 EP

**TPFN TOTAL HOURS:** 23

**PREREQUISITE TPFN:** All Previous TPFNs

**TASK(s):**     001     Functional area examination and critique (EW)  
                  002     Prepare, shoot and edit an interview with supporting footage (EP)

**SUMMARY OF INSTRUCTION:** The student demonstrates knowledge and proficiency in all aspects of this functional area. The student must achieve a minimum passing score of 70 percent on the written examination and performance test. A feedback session is provided to review the written examination and all content covered to this point. The student also receives a critique of observed strengths and weaknesses identified during the performance examination.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Television Field Production and Reporting, 3<sup>rd</sup> edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:12 (EW); 1:4 (EP)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 5**  
**CULMINATION OF VIDEOGRAPHIC DOCUMENTATION PRINCIPLES**

**TPFN:** DINFOS-VPD 005-

**UNITS:** 001 Comprehensive Skills Measurement

**TERMINAL TRAINING OUTCOME:** *The student performs as a video production and documentation apprentice with limited supervision. All academic and performance requirements are fully assessed and critiqued.*

**OVERVIEW OF INSTRUCTION:** All of the skills, processes, and creative techniques that the student has practiced up to this point are applied and evaluated within a training methodology that gradually expands, reinforces and increases process and product standards of achievement. In this final culminating experience the student performs fully within the parameters of a small team to replicate job performance requirements expected in the field and fleet.

**TOTAL HOURS:** 80

**FUNCTIONAL AREA 5**  
**CULMINATION OF VIDEOGRAPHIC DOCUMENTATION PRINCIPLES**

**TPFN:** DINFOS-VPD 005-001-

**UNIT TITLE:** Comprehensive Skills Measurement

**TPFN HOURS AND TYPE:** 6 EW, 74 EP

**TPFN TOTAL HOURS:** 80

**PREREQUISITE TPFN:** All Previous TPFNs

**TASK(s):**     001     Comprehensive Course Examination Functional Areas 1-4 (EW)  
                  002     Prepare, shoot, caption and edit a documentary (EP)

**SUMMARY OF INSTRUCTION:** This unit is the culmination of all tasks learned and practiced throughout this course. In small teams, the student produces a documentary on a pre-selected military event, activity, or unit. Student performance is scrutinized with a comprehensive checklist covering all shooting and editing aspects of the project. The student must achieve a minimum passing score of 70 percent on the written examination and performance test to graduate. A feedback session is provided to review the written examination and all other content associated with video production. The student receives a comprehensive critique of observed strengths and weaknesses identified during the performance examination and throughout the course.

**REFERENCES:** Video Field Production and Editing, 6<sup>th</sup> edition, Compesi, Ronald J; Television Production Handbook, 8<sup>th</sup> edition, Zettl, Herbert; Television Field Production and Reporting, 3<sup>rd</sup> edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

**INSTRUCTOR/STUDENT RATIO:** 1:12 (EW); 1:4 (EP)

**SAFETY FACTORS:** The student must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Emphasis is placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

**FUNCTIONAL AREA 6**  
**COURSE ADMINISTRATION**

**TPFN:** DINFOS-VPD 006-001-

**UNIT TITLE:** Course Opening

**TPFN HOURS AND TYPE:** 3 AD

**TPFN TOTAL HOURS:** 3

**PREREQUISITE TPFN:** None

**TASK(s):**     001     Complete in-processing  
                  002     Receive orientation and Commandant's welcome

**SUMMARY OF INSTRUCTION:** Self explanatory

**REFERENCES:** DINFOS Policies and Procedures Manual (POPMAN)

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal



**FUNCTIONAL AREA 6**  
**COURSE ADMINISTRATION**

**TPFN:** DINFOS-VPD 006-002-

**UNIT TITLE:** Knowledge Management Office (KMO) Solicited Critiques

**TPFN HOURS AND TYPE:** 4 AD

**TPFN TOTAL HOURS:** 4

**PREREQUISITE TPFN:** Scheduled at the end of select functional areas

**TASK(s):**

001	Course critique of functional areas I and II
002	Course critique of functional area III
003	End of course critique.

**SUMMARY OF INSTRUCTION:** Self-explanatory

**REFERENCES:** DINFOS Policies and Procedures Manual (POPMAN)

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal

**FUNCTIONAL AREA 6**  
**COURSE ADMINISTRATION**

**TPFN:** DINFOS-VPD 006-003-

**UNIT TITLE:** Course Closing

**TPFN HOURS AND TYPE:** 6 AD

**TPFN TOTAL HOURS:** 6

**PREREQUISITE TPFN:** All Previous TPFNs

**TASK(s):**     001     Complete out-processing  
              002     Participate in graduation ceremony

**SUMMARY OF INSTRUCTION:** Self-explanatory

**REFERENCES:** DINFOS Policies and Procedures Manual (POPMAN)

**INSTRUCTOR/STUDENT RATIO:** 1:24

**SAFETY FACTORS:** Normal

**ACKNOWLEDGEMENTS**

**VIDEO PRODUCTION DOCUMENTATION  
COURSE**

Lieutenant Steven McClelland (USN).....Department Head, Combat Documentation  
Chief Warrant Officer Barbara Parra-Milks (USMC).....Academic Director  
Staff Sergeant Melissa Nelson (USMC).....Subject Matter Expert  
Sergeant Brien Vorhees (USA).....Subject Matter Expert